

**TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 19-04
SALARY RANGE: 60,000 – 75,000
POSITION TITLE: Chief Financial Officer
LOCATION: TBVME Headquarters, Austin TX

CLOSING DATE: until filled
DURATION: Regular Full-time
CLASS NO.: 1020
NUMBER OF OPENINGS: 1

JOB SUMMARY:

Performs highly advanced (senior-level) managerial work directing all financial and fiscal management aspects of the agency. Work involves providing executive and operational direction and oversight to accounting, budgeting, procurement, and the historically underutilized business (HUB) program; providing direction and guidance in strategic operations and planning in areas of expertise; participating as a member of the executive team in planning, developing, and implementing short and long term strategies for accomplishment of agency mission, goals, and objectives; directing the preparation of legislative appropriation requests (LAR), Annual Financial Report (AFR), and operating budget; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurements tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

Provides executive and operational direction and oversight of all fiscal functions of the agency including accounting, budgeting, purchasing, and HUB programs.
Directs the preparation of the agency's LAR, AFR, biennial and annual operating budgets, and financial reports.
Assists the Executive Director in coordinating and communicating with the Board regarding agency fiscal matters.
Performs division planning and supervision of professional and administrative staff.
Establishes goals and objectives consistent with agency strategic plan; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
Develops and implements techniques to evaluate financial reporting activities.
Directs and oversees the planning, implementation, coordination, monitoring, and evaluation of policies, procedures, and activities involved in the administration of cost recovery functions of the agency.
Directs and oversees activities to coordinate and provide guidance to agency personnel in the preparation of fiscal note responses to the Legislative Budget Board during the legislative session; develops the agency position regarding legislative impact on financial operations.
Institutes and oversees controls for sound fiscal management of state funds.
Performs quality assurance work to analyze program efficiency and effectiveness and to develop procedures for improvement or the initiation of new policies and procedures.
Reviews and approves performance measure calculations and performance measure submittals.
Plans, develops, implements, coordinates, monitors, and evaluates policies.
Reviews guidelines, procedures, rules, and regulations; monitors compliance.
Reviews and approves management, productivity, and financial reports and studies.
Reviews budgets; provides final approval.
Develops and implements techniques for evaluating program activities.
Evaluates and identifies areas of needed change; recommends solutions.
Reviews results of internal audits, research studies, forecasts and modeling exercises to provide direction and guidance; reviews and evaluates the impacts of legislation.
As directed, represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.
Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, business administration, public administration or a related field from an accredited four-year college or university. Experience and education may be substituted for one another on a two for one basis.

Five (5) years of progressively responsible experience in fiscal management practices and procedures.

Advanced degree in accounting, finance, business administration, or public administration may be substituted for up to two (2) years of experience.

Experience in Texas state government financial management is required.

Certification as a Certified Public Accountant (CPA) in good standing is preferred.

Graduation from the Texas Fiscal Officers Academy is preferred.

APPLICATION PROCESS:

Apply by completing the standard State of Texas application form with required attachments. Resumes are not required, but may be attached to application. Application may be submitted via workintexas.com, mail, or personal delivery to the **Texas Board of Veterinary Medical Examiners, 333 Guadalupe St., Suite 3-810 Austin, TX 78701 Fax: 512-936-0837. The Board is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.**